

Simply Concierge
a trade name of Simply Clean LLC
802-287-1120
simplycleanvermont@gmail.com
www.simplycleanvt.com.concierge
“We do the busy, so you can just be.”
Mary Helm, Owner

CONCIERGE SERVICES AGREEMENT

This Agreement is entered into as of the ___ day of _____, 20__ by and between Simply Clean, LLC and _____ (the client) .

The Client seeks to obtain services at _____ from Simply Concierge agrees they are capable and willing to perform the services outlined in this Agreement.

1. Services and fees. Simply Concierge will inspect the Property with Client to determine the services the client requires. The fee for any work will be determined based on an hourly rate. A surcharge will be added for any service that is to be completed on a holiday.
2. Term. The term of this Agreement will begin on the date referred above and will remain in full force and effect until either party terminates the Agreement. Either party may terminate this Agreement at any time by supplying a written notice of termination that will take into effect immediately.
3. Payment. Payment is due upon receipt of invoice. Payments can be made by Venmo or by mailing a check to PO Box 254, Fair Haven, VT 05743. Any balance unpaid after thirty days will accrue interest at the rate of 10% per month.
4. Cancellation. In the event Client needs to cancel any scheduled service appointment one week notice is required. Notice may be given via phone or email. Should Client fail to give one week notice, Client must pay a \$50 fee for the canceled service.
5. Confidentiality. Any information or knowledge obtained during the term of the Agreement about the Client is considered confidential. Simply Concierge agrees to keep all information not openly known to the public confidential and private as such.
6. Indemnification. Each party agrees to indemnify and hold the opposite party harmless against any and all liability or damages without limitation. The indemnification clause of this Agreement shall survive the termination or conclusion of this Agreement and shall remain in effect for a term of 12 months following termination of this Agreement. Simply Concierge has up to date liability insurance and will provide a certificate upon request.
7. Certification and Licensing. Simply Concierge is not able to provide services that require certification or licensing by law.
8. Illnesses. If any dwelling has been exposed to someone who has a contagious illness of any kind the client is required to let Simply Concierge know as soon as possible so that we can make the best decision for the safety of our employees.
9. Services. Simply Concierge will complete tasks that have been discussed with the client and Simply Concierge. The client would like the following services done on a regular basis:
 - Laundry Service. We provide an off site wash, dry and fold service. Anything over one set of bed sheets and one set of towels will start at a \$50 service fee.
 - House Safety Inspections. To include but not limited to: _____
 - Pests. To include but not limited to: _____
 - Winter Weather Tasks. To include but not limited to: _____
 - Air BnB Management. To include but not limited to: _____
 - Maintenance and Small Repairs. To include but not limited to: _____
 - Pet Care. To include but not limited to: _____
 - Holiday Support Services. To include but not limited to: _____
 - Errand Runs. To include but not limited to: _____
 - Party Prep/Clean Up. To include but not limited to: _____

- Moving and Settling. To include but not limited to: _____
- Organization. To include but not limited to: _____
- Contracting Services. To include but not limited to: _____
- Vehicle Services. To include but not limited to: _____
- Meal Preparation and Serving. To include but not limited to: _____
- Scheduling and Calendar Management. To include but not limited to: _____
- Chores and Tasks. To include but not limited to _____
- Companionship. To include but not limited to: _____
- Exercising Partner. To include but not limited to: _____

Services we do not provide:

Garbage Removal

HazMat clean ups

Bed bugs – we will evacuate the premises and owner will be notified immediately

We will not enter a home if the home has been occupied by someone with a contagious illness

No services between the hours of 5pm and 8am or extra fee is applied

Term.

Simply Concierge will begin cleaning services on _____.

Simply Concierge will provide the following frequency:

- weekly
- bi-weekly
- monthly
- or an as needed basis

Scheduling. The time of arrival may vary for the client's scheduled day and Simply Concierge cannot guarantee an exact time of arrival. Simply Concierge will assume a four week month for scheduling regardless of the date.

10. Fees.

Client agrees to pay Simply Concierge a \$40 per hour rate.

Travel over one hour away from Rutland or Castleton will be additional charge.

Holiday. If a service needs to occur on New years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day, an additional surcharge of \$100 will be added to the fee.

11. Independent Contractor Relationship. Simply Clean LLC and Client each expressly agree and understand that they are creating an independent contractor relationship and that Simply Concierge shall not be considered an employee of Client for any purpose. Simply Concierge is exclusively responsible for all Social Security, Self-employment and income taxes, disability insurance, workers compensation insurance, and any other statutory benefits required to be provided to employee.

Please add any other information Simply Concierge needs to be aware of: _____

I agree to the following terms.

Client's printed name: _____ Client's signature: _____